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FUNCTIONAL DESCRIPTION
OF OFFICE AND COMPONENT

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LOGISTICS OFFICE

FUNCTIONS AND ACTIVITIES

Section 102 (4) of the National Security Act of 1947 sets forth the duties of the Central Intelligence Agency and, inherently, provides authorization for the conduct of logistics and other support activities necessary for the accomplishment of such duties. Paragraphs 15, 16, and 17, CIA Regulation (Change 2) set forth the functions assigned to the Logistics Office and the major organizational structure authorized. This regulation provides that, under the Deputy Director for Administration, the Chief of Logistics "...is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for providing selected administrative services for the Agency."

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OFFICE OF THE CHIEF OF LOGISTICS

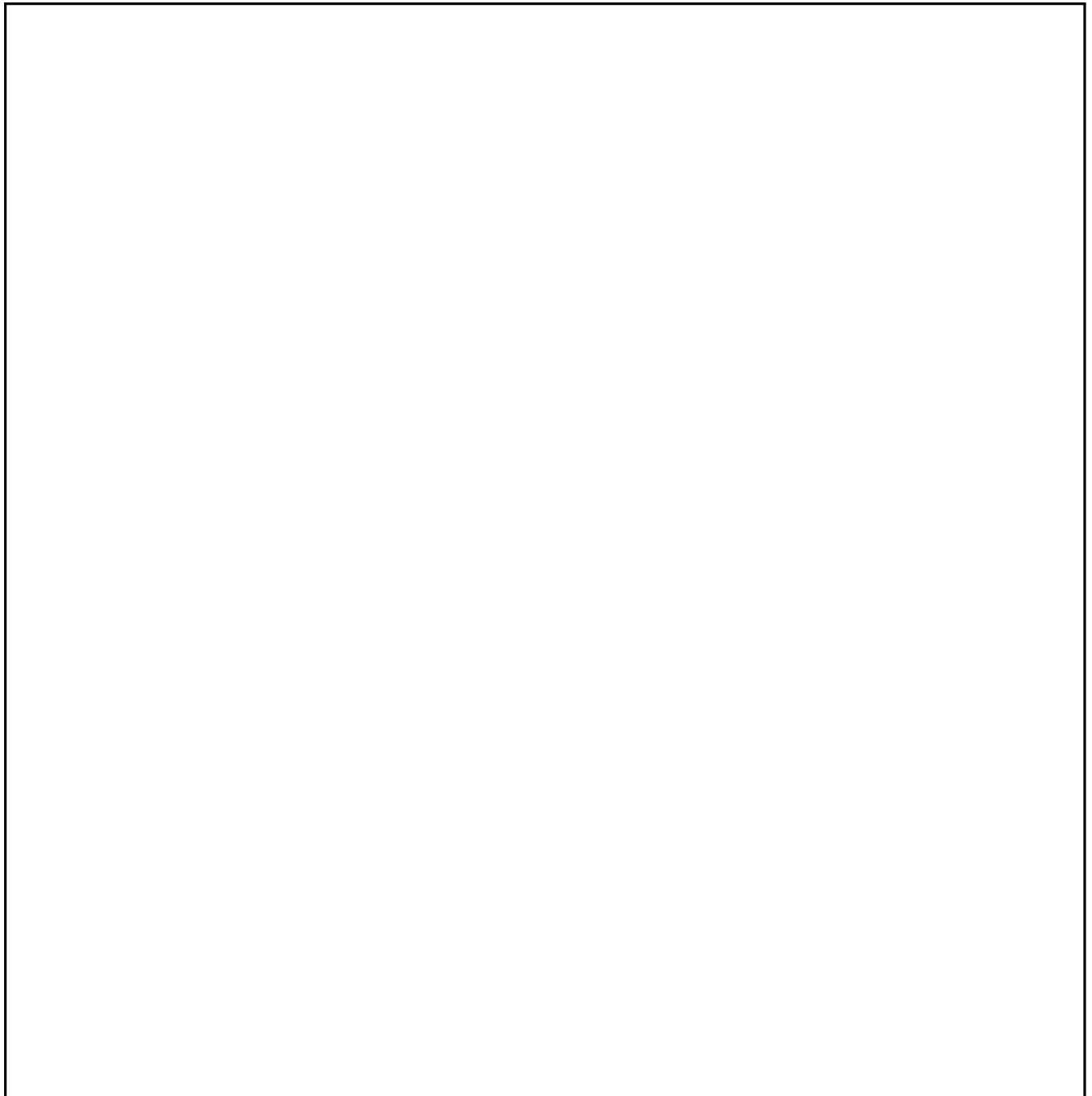
The Chief of Logistics provides the executive and administrative direction of the Logistics Office in the performance of assigned functions. He is responsible for: the development and implementation of programs, policies and procedures for the logistical support of all Agency activities; the determination of facilities required to support world-wide operations and for securing them; the operation of domestic supply facilities; the review of the efficiency and effectiveness of technical logistics activities outside the United States; and the consolidation of strategic reserve material requirements and their proper geographic distribution.

Five staff elements have been established to assist the Chief of Logistics in directing and controlling effectively all activities of the Logistics Office and to exercise his technical cognizance over logistics activities performed elsewhere in the Agency. Areas covered by these elements are: Planning, Operations, Administration,

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Security, and Review (or inspection). This arrangement enables him to maintain close contact with all facets of his organization through five key officials. The internal organizational structures and functions of divisions and staffs of the Logistics Office were approved by the Deputy Director for Administration in July 1954 and are detailed in Logistics Instructions, [redacted]

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Approved For Release 2002/06/04 : CIA-RDP78-04718A002800050012-5

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Approved For Release 2002/06/04 : CIA-RDP78-04718A002800050012-5